

HOME HELP PROVIDER PAYMENT SCHEDULE**Introduction**

Services for the Home Help program are paid once a month. Individual Home Help caregivers are required to submit an Electronic Services Verification (ESV) or Paper Services Verification (PSV) into the Community Health Automated Medicaid Processing System (CHAMPS) to receive payment. Receipt of payment is based on the date an ESV is submitted in CHAMPS or a PSV is received by the Michigan Department of Health and Human Services (MDHHS).

Tasks can be entered and submitted in CHAMPS for ESVs the day services are provided or entered and submitted for the entire month on the last day of the month. PSVs must be received by MDHHS starting the first day of the following month services were provided. PSVs for future months are not acceptable.

Service Verification Received/Submitted

ESV/PSVs must be submitted or received by Friday at 1 p.m. ESVs not submitted in CHAMPS or PSVs not received by MDHHS by Friday at 1p.m. will not pay until the next pay period.

The estimated warrant delivery date for ESV/PSVs submitted or received **after** 1 p.m. on Friday, January 6, 2023 is January 20, 2023.

Estimated Warrant Delivery Date

The approximate date a warrant will be delivered, if ESV/PSV is received before 1 p.m. on a Friday. Warrants may be delayed due to holidays.

Service Verification Received/Submitted	Estimated Warrant Delivery Date
January 1 - 6	01/13/2023
January 7 - 13	01/20/2023
January 14 - 20	01/27/2023
January 21 - 27	02/03/2023
January 28 - February 3	02/10/2023
February 4 - 10	02/17/2023
February 11 - 17	02/24/2023
February 18 - 24	03/03/2023
February 25 - March 3	03/10/2023

Service Verification Received/Submitted	Estimated Warrant Delivery Date
March 4- 10	03/17/2023
March 11 - 17	03/24/2023
March 18 - 24	03/31/2023
March 25 - 31	04/07/2023
April 1 - 7	04/14/2023
April 8 - 14	04/21/2023
April 15 - 21	04/28/2023
April 22 - 28	05/05/2023
April 29 - May 5	05/12/2023
May 6 - 12	05/19/2023
May 13 - 19	05/26/2023
May 20 - 26	06/02/2023
May 27 - June 2	06/09/2023
June 3 - 9	06/16/2023
June 10- 16	06/23/2023
June 17 - 23	06/30/2023
June 24 - 30	07/07/2023
July 1 - 7	07/14/2023
July 8 - 14	07/21/2023
July 15 - 21	07/28/2023
July 22 - 28	08/04/2023
July 29 - August 4	08/11/2023
August 5 - 11	08/18/2023
August 12 - 18	08/25/2023
August 19 - 25	09/01/2023
August 26 - September 1	09/08/2023
September 2 - 8	09/15/2023
September 9 - 15	09/22/2023

Service Verification Received/Submitted	Estimated Warrant Delivery Date
September 16- 22	09/29/2023
September 23 - 29	10/06/2023
September 30 - October 6	10/13/2023
October 7 - 13	10/20/2023
October 14 - 20	10/27/2023
October 21 - 27	11/03/2023
October 28 - November 3	11/10/2023
November 4 - 10	11/17/2023
November 11 - 17	11/23/2023
November 18 - 22	12/01/2023
November 23 - December 1	12/08/2023
December 2 - 8	12/15/2023
December 9 - 15	12/22/2023
December 16 - 22	12/29/2023
December 23 - 29	01/05/2024
December 30 - January 5	01/12/2024

ADULT SERVICES AUTHORIZATION DEADLINE SCHEDULE CALENDAR YEAR 2023

An ESV or PSV cannot be generated in CHAMPS until an authorization is entered into MiAIMS. Therefore, adult services workers should enter the authorization in MiAIMS no later than the Thursday that falls in the last week of the month or as soon as possible.

Service Month Worked	Adult Services Payment Authorization Deadline
January	01/26/2023
February	02/23/2023
March	03/30/2023
April	04/27/2023

Service Month Worked	Adult Services Payment Authorization Deadline
May	05/25/2023
June	06/29/2023
July	07/27/2023
August	08/31/2023
September	09/28/2023
October	10/26/2023
November	11/30/2023
December	12/28/2023